

THE MAINE DEPARTMENT OF TRANSPORTATION

2005-2007 PREQUALIFICATION APPLICATION

GENERAL CONSULTANT SERVICES

SUBJECT: PROFESSIONAL, PROJECT RELATED SERVICES

Prequalification through this application process is necessary as a prerequisite to providing MaineDOT with consultant services during the 2005-2007 period. Anticipated consultant service needs listings from a variety of Units can be accessed through the links that follow. You will find instructions and other needed information for submitting a Prequalification Application (PA) below.

Notes:

Each numbered unit below has a link to a consultant service needs list. Consultant service needs are listed only once under the Unit having primary responsibility for developing and managing those services.

Some service needs listed have Supplemental Questions to be answered. Links to these Supplemental Questions are provided under the related services needs listing link below.

Each PA submitted is to be to a numbered Unit as listed below (please follow links to access necessary forms for your PA):

Environmental Office Links:

[18000 - Environmental Office Consultant Services Needs Listing](#)

[Supplemental Questions - Landscape Architecture](#)

[Supplemental Questions - Interpretive Planning](#)

[Supplemental Questions - Natural Resources Mitigation](#)

[Supplemental Questions - Environmental Field Studies](#)

[Supplemental Questions - Cultural Resources](#)

[Supplemental Questions - Hydrogeology & Contamination](#)

[Supplemental Questions - Waste Management](#)

[Supplemental Questions - Surface Water Quality](#)

Contract Procurement Office Links:

[21000 - Contract Procurement Office Consultant Services Needs Listing](#)

[Supplemental Questions - Inspection/Testing](#)

[Supplemental Questions - Fabrication Inspection](#)

Office of Passenger Transportation Link:

[30000 - Passenger Transportation Consultant Services Needs Listing](#)

Bureau of Planning Links:

[40000 - Planning Consultant Services Needs Listing](#)

[Supplemental Questions - Planning-Feasibility Studies](#)

[Supplemental Questions - Planning-Location & NEPA Studies](#)

[Supplemental Questions - Planning-Meeting Facilitation](#)

[Supplemental Questions - Planning-Land Use Planning](#)

[Supplemental Questions - Planning-Cost Benefit Economic Studies](#)

[Supplemental Questions - Planning-Traffic Demand Modeling](#)

[Supplemental Questions - Planning ITS Questions](#)

Bureau of Project Development Links:

[51000 - Arterial Program Consultant Services Needs Listing](#)

[Supplemental Questions - Highway Design](#)

THE MAINE DEPARTMENT OF TRANSPORTATION
2005-2007 PREQUALIFICATION APPLICATION
GENERAL CONSULTANT SERVICES

Bureau of Project Development Links (continued):

[52000 - Bridge Program Consultant Services Needs Listing](#) (Incl. Geotechnical)

[Supplemental Questions - Bridge Design](#)

[Supplemental Questions - Bridge Geotechnical](#)

[54000 - Property Office Consultant Services Needs Listing](#)

[Supplemental Questions - Survey-GPS](#)

[Supplemental Questions - Survey-Traditional](#)

[Supplemental Questions - Survey-Laser Scanning](#)

[Supplemental Questions - Survey-Fathometer](#)

[Supplemental Questions - Survey-Noise](#)

[Supplemental Questions - Survey-Aerial Photography](#)

[Supplemental Questions - Survey-Photogrammetric Mapping](#)

[Supplemental Questions - Property-ROW-Valuation and Appraisal](#)

[Supplemental Questions - Property-ROW-Negotiations](#)

[Supplemental Questions - Property-ROW-Relocation Planning](#)

[Supplemental Questions - Property-ROW-Relocation Assistance Casework](#)

[Supplemental Questions - Property-Utility-Subsurface](#)

[55000 - Capital Resources Consultant Services Needs Listing](#)

[57000 - Multimodal Program Consultant Services Needs Listing](#)

[Supplemental Questions - Multimodal](#)

[58000 - Civil Rights Office Consultant Services Needs Listing](#)

Office of Freight Transportation Link:

[60000 - Freight Transportation Consultant Services Needs Listing](#)

Bureau of Maintenance & Operations Links:

[72000 - Bridge Maintenance Consultant Services Needs Listing](#)

[73630 - MTS Bldg Maintenance Consultant Services Needs Listing](#)

[75600 - Traffic Engineering Consultant Services Needs Listing](#)

INQUIRIES/CLARIFICATIONS: Please submit any inquiries and requests for clarifications you may have to the [Contract Procurement Office](#).

All PAs should be sent by E-mail to the [Contract Procurement Office](#) (if less than 5Mb) – if over 5Mb, please submit by CD (no DVD's) to:

1. MAINE DEPARTMENT OF TRANSPORTATION
Attn: Sue Turcotte, Contract Procurement Office
16 State House Station
Augusta, ME 04333-0016
2. **Federal Express and United Parcel Service address:**
MAINE DEPARTMENT OF TRANSPORTATION
Mailroom Tel: (207) 624-3220
Attn: Sue Turcotte, Contract Procurement Office
2 Child Street
Augusta, ME 04333-0016

Each PA received will be acknowledged by return E-mail. Please label any CDs submitted with the E-mail address to which an acknowledgement should be sent.

2005-2007 PREQUALIFICATION APPLICATION

GENERAL CONSULTANT SERVICES

PREQUALIFICATION SUBMITTAL REQUIREMENTS: A separate completed PA shall be submitted under the name & number of each Unit listed on Pages 1 and 2 above for all the services listed under that Unit that the firm desires to provide. Services needed by MaineDOT are listed only under the Unit responsible for managing that service. Each PA for services under a numbered Unit should have its own (single) electronic file and should not refer to information submitted under another Unit. Each PA file should also follow format and content requirements as follows:

Introductory Material – Following the title page, each PA shall contain a completed [Firm General Information Form](#) (<= click on link) and a copy of the [Consultant Services Listing](#) (linked to from Pages 1 or 2 above), completed to indicate the services included in the Firm's submission to that Unit.

Headers/Footers – Each PA submitted must include the Firm's name in the header of every page except the title page. Title pages must contain the Firm's name, address and telephone number, and the Unit name. Unit name, service name, page number and total pages are required in the footer of every page.

Page Limitations/Format – The Firm will be allowed 2 pages maximum for responses to PA [General Criteria](#) (<= click on link) questions. [Service Criteria](#) (<= click on link) question responses will be limited to 4 pages for each service checked off on the Consultant Services Needs Listing Form. The response for each service shall begin on a new page. Relevant photos and graphics that assist the Department in evaluating the Firm's qualifications will be allowed. Photos and graphics must fall within the stated page limitations, margin requirements and file sizes. All service criteria responses shall be in numerical order.

Pages within the limitations not used for general or service criteria questions will not be allowed to roll-over to other services within the submission. Title sheets do not count toward the page limitations. It is not necessary to submit to the full page limit.

Supplemental Criteria/Questions – Individual Units may require responses to supplemental criteria questions in addition to the criteria questions included herein. These can be found through individual links under the Unit listing on pages 1 and 2 above. Page limitations shall follow the standard requirements noted above unless stated otherwise. Responses to supplemental criteria/questions shall be included in the PA following service criteria responses for the appropriate services. Page labeling shall conform to the requirements noted above.

Each firm shall submit a separate Resume file along with the PA described above:

The Resume file shall contain individual Resumes of the Firm's personnel who will be providing any of the services listed in all the Firm's PAs. Resumes do not count toward the page total and are not restricted by font size/margins noted below in "File Formats". Resumes should be arranged in alphabetical order within the file. Resumes shall have no more than 1 page per individual, except that Principals and Project Managers may have two pages for each individual.

2005-2007 PREQUALIFICATION APPLICATION

GENERAL CONSULTANT SERVICES

File Content and Naming Format – All submissions shall be in 12pt font. Pages shall be printable on 8 ½”x11” paper and include a 1” margin. PDF electronic format is preferred; MSWord 2000 or greater is acceptable. Each PA file shall be named PA followed by the Unit number and consultant name; i.e. PA18000_YourFirmName.pdf. The Resume file name shall have a similar format, but without Unit number, since the Resumes are not Unit specific; i.e. RES_YourFirmName.pdf.

If you have any information you consider being of a confidential nature (special procedures, trade secrets, patented processes etc.), please so mark it in your submittal.

CERTIFIED DBE

MaineDOT Certified Disadvantaged Business Enterprise (DBE) consultants are encouraged to apply as the prime consultant for this work. It is important that DBE Firms take advantage of this PA process to gain entry to the MaineDOT Prequalification List for transportation project related services. Non-DBE Firms shall ensure that DBE's have the maximum opportunity to participate in the performance of any project contract in accordance with MaineDOT current requirements for DBE utilization. Firms certified by another state's transportation agency must be certified by MaineDOT.

Current requirements may be found at the MaineDOT website, [Certified Disadvantaged & Women Business Enterprises](#), or by contacting:

Maine Department of Transportation
Attn: Jackie LaPerriere
Bureau of Project Development
Civil Rights Office
#16 State House Station
Augusta, Maine 04333-0016

Tel: (207) 624-3066

Fax: (207) 624-3051

TDD: (207) 287-3392